

MOULTONBOROUGH CONSERVATION COMMISSION SPECIAL MEETING MINUTES of December 8, 2015

The special meeting to open the Natural Resource Inventory (NRI) proposals was called to order at 10 AM. Members present were Marie Samaha, Chair, Bill Gassman, Secretary, Brian Sanford (seated alternate). Bruce Woodruff, the town planner attended.

Four proposals were received. One arrived a few minutes past the deadline and the commission voted unanimously to accept it.

- 1) Stony Ridge
- 2) FB Environmental
- 3) GZA GeoEnvironmental
- 4) Neatline Associates

It was noted that since there are no federal grants attached to this work, there is no need to wait to reveal the bid price before evaluating the vendors. This allows the group to choose a vendor without the highest score, if the price for the best proposal is felt to be too high.

Bruce recommended that a scoring plan be adopted, before evaluating the proposals. The group decided to use scoring metrics of experience, personnel, timing, meeting requirements, quality of proposal and going the extra mile. Scores range from 1-10, with 10 high score.

Discussion about requirements and scoring went on for a while. Bruce stressed that having shape files for the town's GIS system was important to his use. This meshes with the ConCom's goal of building a co-occurrence map to identify high-priority conservation areas.

The group agreed to score the proposals on a spread sheet and reconvene on December 15th to discuss the scores.

Brian moved to adjourn the meeting at 10:50 AM. Bill second and all approved.

Minutes submitted, by Bill Gassman; Secretary and Marie Samaha; Chair.